

Memorandum

To: All Interested Parties

Date: December 9, 2005

Telephone: (916) 445-8444

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**From: Ronny Coleman, Chairperson
State Training and Education Advisory Committee**

Subject: State Training and Education Advisory Committee (STEAC) Meeting Notice

A Statewide Training and Education Advisory Committee meeting will be held on Friday, December 16, 2005 from 10:00 am – 3:00 pm. The location of the meeting is the Prison Industry Authority Showroom-Conference Center, 1901 Broadway Suite D, Sacramento, California 95818.

Agenda and minutes from October 14, 2005 meeting are attached.



Statewide Training and Education Advisory Committee

December 16, 2005

Sacramento

----- Agenda Topics -----

Introductions and welcome

Ronny Coleman

Committee Internal

Membership review/update contact information

Ronny Coleman Lyndee Port

Committee Goal

Ronny Coleman

Open meeting provisions

Ronny Coleman

Validation of committee voting positions

Ronny Coleman

Course Development/Certification

"Ethical Leadership in the Classroom" course

Jeff Meston Rodney
Ronny Coleman Slaughter
Alicia Hamilton

Curriculum Update

- Subcommittee members

Impact of the IBC/IFC and Fire Marshal
certification

Ed Foster
Bob Lucchesi

Fire Control III Task Book

Course Outreach

Review of the Bakersfield meeting

Ronny Coleman

Fall Symposium update

Ronny Coleman

Stakeholder survey results

Ronny Coleman

Establishment of the Academic Resources
Review Panel

Ronny Coleman

Strategic Planning

- Stakeholders Survey Results

Ronny Mike Richwine
Coleman/
Jeff Meston Alicia Hamilton

Partnerships

Ronny Coleman

STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE (STEAC)

**OCTOBER 14, 2005
10:00 a.m. to 3:00 p.m.**

MEETING MINUTES

WELCOME-INTRODUCTIONS

Chief Grijalva welcomed participants and expressed that his intentions and attention are focused on the State Fire Training; and is one of his top five priorities upon assuming the State Fire Marshal position a little over a year ago. The resumption of the Statewide Training and Education Advisory Committee (STEAC) has been his goal as well. In addition, he recently appointed Kate Dargan, Assistant State Fire Marshal and Mike Richwine, Division Chief of State Fire Training; both of whom will oversee the State Fire Training programs.

MEMBERSHIP REVIEW/UPDATE CONTACT INFORMATION

Chief Grijalva led a discussion on the need to review the STEAC membership; and that he had issued and posted his intentions to the Fire Service of expanding membership. He received supportive responses and nominations. Chief Grijalva announced and asked for group consensus to appoint Ronny Coleman as the Chair of STEAC and to have Ken Wagner continue as Vice-Chair. All concurred. Participants were asked to complete an information form for contact and representation information so a finalized membership contact and distribution list would be developed.

REVIEW STRATEGIC PLAN/STAKEHOLDERS RECOMMENDATIONS

Chief Jeff Meston presented and reviewed historical information regarding a group tasked with writing a white paper which led to a draft strategic plan. Discussion indicated the plan is still relevant, but needed to be updated. It was decided to distribute a survey type of form at the Training Officers Symposium (Fresno) and Cal JAC Conference (Palm Springs) for comments or suggestions; as well as posting to the SFM Website. Results are to be discussed and reviewed at the next STEAC meeting.

Formation of a sub-committee of STEAC was agreed upon to address SFT curricula and training standards. A call for volunteers: Mary Jennings, Steve Rainey, A Southern California Training Officer (to be identified), and a State Fire Training staff person (to be identified).

POLICY/PROCEDURES MANUAL UPDATE (BRIEFING)

Alicia Hamilton, Fire Service Training Specialist, distributed draft copies of the State Fire Training Rules and Procedures Manual for review and discussion of recent updates and edits.

FIRE-ARSON INVESTIGATOR CERTIFICATION TRAINING STANDARDS

Joe Konefal, Supervising Arson and Bomb Investigator for CDF discussed as an information item the Fire Investigator and Fire Arson Investigator series be put in line with current national standards. Final recommendations will be brought back through STEAC for review and recommendation to the State Fire Marshal.

PUBLICATION ISSUES

Chief Grijalva discussed and distributed Fire Fighter Skills training book from Jones and Bartlett Publishers requesting the State Fire Marshal's approval for use as alternate curriculum for Fire Fighter I. Correlating documents were provided. Motion was to recommend approval by the State Fire Marshal. All indicated in favor. Chief Grijalva will send a letter to the publisher approving their Fire Fighter Skills textbooks/videos.

Public and copyright issues were discussed as to operational impacts, revenue losses, and also as identified in a recent departmental audit. Chief Grijalva requested this issue be re-visited in the future for resolution.

FUTURE MEETING DATES

Chief Coleman discussed the reason all were in attendance and participating in STEAC is due to the strong desire for change and that it would take a rigorous schedule to affect those changes. Therefore he proposed that the STEAC meet on a monthly basis for the next 6 months beginning December 16th, 2005. It was also suggested and agreed to alternate the meetings from the North to South to facilitate and encourage participation, open meetings, and to address all concerns/issues.

MEETING ADJOURNED